

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement SUPERVISORY ADJUDICATIONS OFFICER	2 Grade(s) applying for 13	3 Announcement number FS330054
4 Last name NOEL-CHARLES	First and middle names WINNIFRED LOUISE	5 Social Security Number 109 - 70 - 6834
6 Mailing address 123 OAK RIDGE ROAD City HOPEWELL JUNCTION	State NY ZIP Code 12533 - 5032	7 Phone numbers (include area code) Daytime (347) 528 3725 Evening (845) 226 8749

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

- Job title (if Federal, include series and grade)
1) Payment Collector

From (MM/YY) 02 94	To (MM/YY) 10 98	Salary \$24,000	per year	Hours per week 35
Employer's name and address NYC Department of Finance 66 John Street, New York, NY 10039				Supervisor's name and phone number M. Nazareno (Employment Verifier) (212) 361 1848
Describe your duties and accomplishments				

Received and reconciled payments for summonses and applicable fees. Researched and updated related computer records. Handled Sheriff's payment-in-field tows as related to currency source documents. Eliminated unnecessary steps in daily processing to promote greater efficiency and better time management. Led a special task force to streamline various office form letters and consequently reduced paper waste. Received outstanding evaluations four years in a row.

- Job title (if Federal, include series and grade)
2) Special Service Representative

From (MM/YY) 10 1989	To (MM/YY) 02 1994	Salary \$17,000	per year	Hours per week 35
Employer's name and address J.P. Morgan Chase 270 Park Place, New York, NY 10017				Supervisor's name and phone number Automated Employment Verification (212) 622 8650
Describe your duties and accomplishments				

Reconciled daily ledgers and solved processing errors by determining the necessary resolutions. Trained and supervised staff of junior tellers on transaction procedures. Arranged and executed both domestic and foreign currency. Received bank's service star award for fraud prevention and professionalism.

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9 May we contact your current supervisor?

YES ☒

NO ☐

If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☒

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

St Joseph's Convent Trinidad, West Indies
Diploma received in 1987

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

1)	Name	Total Credits Earned		Major(s)	Degree (if any)	Year Received
		Semester	Quarter			
1)	NEW YORK LAW SCHOOL					
	City	State	ZIP Code			
	New York	NY	10013 -	LAW	Juris Doctor	2005
2)	St. Francis College					
	Brooklyn	NY	11201 -	Science, Business	BS	1996
3)	New York College of Technology					
	Brooklyn	NY	11204 -	Chemical Technology	AAS	1991

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

Affirmative Employment Program for Employees
CIS Computer Security Awareness
Diversity Training for Employees
EEO Alternative Dispute Resolution (ADR) Program
EEO Complaints Process Training for Managers
Prevention of Sexual Harassment Training
Fletc Officer Training (94%)

GENERAL

14 Are you a U.S. citizen? YES ☒ NO ☐ Give the country of your citizenship.

15 Do you claim veterans' preference? NO ☒ YES ☐ Mark your claim of 5 or 10 points below.

5 points ☐ Attach your DD 214 or other proof. 10 points ☐ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO ☒ YES ☐ For highest civilian grade give:

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO ☒ YES ☐ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE Winnifred Noel-Charles

DATE SIGNED 05-26-05

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